

New US Vendor (US Citizens)	New International Vendor (Non-US Citizens)
1. W-9 – Request for Taxpayer Identification Number and Certification	1. W-8BEN – Certificate of Foreign Status of Beneficial Owner for US Tax Withholding and Reporting
2. Copy of State issued identification (Tenn. Code Ann. § 50-1-703)	2. Copy of Visa (not Visa Application)
	3. Copy of Passport (photo page, as well as any/all US entry and exit stamps)

Guest /Travel PO Setup

In order to ensure that the Travel Authorization is approved within the required time frame, please issue the **Travel PO** in the Department Head/Chair's Name and U#. Include the visitor's information in the Document Text. The PO should be compliance with the [University's Travel Policy](#) and [Travel Rate Schedule](#).

If the University is taking care of all expenses, i.e. flight reservation, Holiday Inn, and meals, and the visitor will not receive any reimbursements; then visitor vendor setup is not required.

If the vendor will receive reimbursements (Travel Claim); please provide the documents listed above in addition to:

- **Non-US Citizens** - List of all previous visits (entry/exit dates), immigration status/Visa type, and primary purpose of visit on a separate sheet of paper. Each visit should be listed.

When the travel claim is submitted, please note that these documents were already provided in the Comment Section.

International Guest for Performance/Honorarium (Payment to Individual/Contractor)

When an international guest has been invited to the U.S. to perform services for us at the University of Memphis, we have to secure appropriate signatures through the Tax Investment and Compliance Specialist. The following items should be forwarded to Accounting as early as possible (a minimum of six (6) weeks prior to arrival is required; eight (8) to ten (10) weeks is preferred):

1. **Request for Payment to Individual or Contractor** available online at <http://www.memphis.edu/bf/forms/finance.php>
2. The guest should complete the following sections:
 - a. Section I – General Information (excluding numbers 10-12)
 - b. Section II – Authorization to Contractor – sign and date on number 8
 - c. Final Section – Non-US Contractor's Information (Completed in its entirety)
 - d. The Business Officer will fill in all other fields.
3. In addition to items above, provide a list of all previous visits (entry/exit dates), immigration status/Visa type, and primary purpose of visit on a separate sheet of paper. Each visit should be listed.

Additionally, once the guests have arrived (or once their exact arrival and departure dates/times are known), they will need to schedule a time to meet with the Tax Specialist to sign additional forms that may be required. These arrangements can be made by the sponsoring faculty member directly with Giovanni Hickman, ihickman@memphis.edu or by calling 901-678-2779.

Any alien admitted under section 101 (a)(15)(B) may accept an honorarium payment and incidental expenses for a usual academic activity or activities (lasting not longer than 9 days at any single institution), as defined by the Attorney General in consultation with the Secretary of Education, if such payment is offered by an institution or organization described in subsection (p)(1) and if the alien has not accepted such payment or expenses from more than 5 institutions or organizations in the previous 6-month period.

Additional Information:

J-1 visa... sponsor organization sends a letter authorizing additional work
H-1 visa... individual **may not** perform **any** work outside of the organization where they are
TN (Canadian)... individual **may not** perform any additional work
Work Card... treat like a green card